

10 Attitudes of Successful Workers

By Kate Lorenz, Copyright 2006 CareerBuilder.com

1. I am in charge of my destiny.

If you spend your entire career waiting for something exciting to come to you, you will be waiting a long time. Successful professionals go out and make good things happen.

2. Anything is possible.

If you think you can't, you probably won't. Adopt the attitude of The Little Engine That Could—"I think I can."

3. No task is too small to do well.

You never know when you are going to be noticed. That is one reason to take pride in your work—all of it. Remember this the next time you feel like slacking because you are working on a menial task.

4. Everyone is a potential key contact.

While you do need to be aggressive in the workplace, you can also go far by being courteous to those around you—you never know when your past contacts will play a role in your future.

5. I was made to do this job . . . and the one above me.

If you spend your days feeling like you are not cut out to do the work you are responsible for, your performance will suffer. Your job may not be the perfect fit, but successful workers act like they are in their dream job, no matter where they are.

6. It's not just what I know, but who I know.

Successful workers understand the importance of networking, both in and out of the office. You need to proactively establish professional contacts. Invite a colleague out to lunch. Join your professional association. Do your part to establish a networking path for your future.

7. What else can I do?

Since you are in charge of your destiny, it's your job to look for ways to improve your professional self. Volunteer to take on an extra project. Learn a new skill that will make you more marketable. Stay late to help your co-workers. Successful workers don't just complete the job and sign out—they look for additional ways to make their mark.

8. Failure will help pave the way to my success.

While it seems like some people never experience setbacks, the truth is everyone fails from time to time. Those who find success are the ones who learn from mistakes and move on.

9. I am my own biggest fan.

Have you been waiting for someone in the office to recognize your talents and efforts? Maybe it's time you start tooting your own horn. Step up and talk about your accomplishments and what you have done for the company. Successful workers know how to point out their achievements without sounding boastful.

10. My opportunity monitor is never turned off.

Yes, there will be days when you will want to just be happy with the status quo. But remember that successful workers are always on the lookout for opportunities to improve. Keep your eyes, ears and your mind open to new opportunities — you never know when you will discover the one that will change the course of your career!

Name: _____
Period: _____

Date _____

Directions: Read and annotate this article. When you annotate, mark the text for structure, purpose, and main idea. Highlight **signal words**, underline or highlight **main idea clues**, and make side notes on why you highlighted big chunks of text.

1. What is the **text structure** in this article? _____

2. What is the **purpose** of this article? _____

3. In **one sentence**, write the main idea of this article:

4. What are three **repeating** ideas, words, or concepts in this article?

- _____
- _____
- _____